

Approved For Release 1999/09/07 : CIA-RDP78-03568A000800010064-2

OFFICE OR STAFF DD/P - FE DIVISION		OFFICE CODE BF	REQUEST DATE 12 August 1953	APPROVAL DATE AUG 28 1953	CONTROL NO. 481	Page of Pages	
DELETIONS			ADDITIONS			NET CHANGE	
ORGANIZATION AND POSITION TITLE	SERIES	POSITION TITLE	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	ORGANIZATION CODE (Machine Records)
CONFIDENTIAL							
DD/P FAR EAST AREA DIVISION [REDACTED]			DD/P FAR EAST AREA DIVISION [REDACTED]		25X1A6a		
Secretary-Steno	GS-318-5	236	Secretary-Gen	GS-318-5	236		
NEW OFFICE TOTALS			APPROVAL				
No change in Office Totals.			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.				
FORM NO. 30-25 SEP 1952			Approved For Release 1999/09/07 : CIA-RDP78-03568A000800010064-2 SECURITY T/O CHANGE AUTHORIZATION [REDACTED] Chief, Class & Wage Div. TITLE				

25X1A9a

12 August 1953

MEMORANDUM FOR: CHIEF, CLASSIFICATION & WAGE DIVISION

SUBJECT : Reclassification of Position BF-236

25X1A8a 1. It is requested that Position BF-236 of the FE Division, [REDACTED] departmental Table of Organization be reclassified from Secretary-stenographer, GS-318-5 to Secretary (General), GS-318-5.

2. The duties of this position do not, at present, require its incumbent to be qualified fully in shorthand. The administrative, secretarial, and clerical responsibilities of the position, however, do warrant a GS-5 grade.

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[REDACTED]
Chief, FE